

RUSHVILLE CITY UTILITIES
601 W 3RD St.
Rushville, IN 46173

Minutes of the Utility Board Meeting, February 19, 2014
The Utility Board met at the Utilities Business Office at 5 p.m.

Greg Coffin called the meeting to order.

Roll Call was taken.

Board Members Present:

Greg Coffin
Michael Singleton
Tim Sheehan
Phil Starkey
Brian Bess

Others present:

Les Day	Facility Manager
Gina Jenkins	Office Manager
Geoff Wesling	Utilities Attorney
Michael Pavey	Mayor

Michael Singleton motioned to approve the minutes from the December 17, 2013 meeting and also from the January 15, 2014 meeting. Tim Sheehan seconded the motion. The motion carried.

Les Day reviewed the Utility report for the month of January. Les told everyone that he had taken the Rotomat out of service because it will cost around \$30,000.00 to repair it. A new Screen will be included with the new CSO Treatment Plant. For now, the employees are doing the work manually.

The Water Operating report did not show N.P.D.E.S. violations for the month. There were 24.28 million gallons of water pumped, with 23.54 million gallons of water treated. Water plant personnel responded to 22 service calls for billings and customer requests. There were 9 customer requests to check for leaks. There were 51 requests to check for frozen meters. There were 20 line locates. There were 50 connects and 47 disconnects for the month, with the total customers being 2,736.

The Operating Report for Wastewater showed no N.P.D.E.S. violations for the month. There were 56.6 million gallons of wastewater treated, for the month. It was reported that there was a total of 1.61 inches of precipitation, for the month.

There were 5 sewer complaints checked. There were 2,500 feet of sewer mains cleaned from sewer complaints. 8,500 gallons of septic sludge was accepted for the month of January. There was no dye tests ran.

During the Office Manager's report, Gina Jenkins gave the board members a copy of the current Fund report. She told everyone that there is enough money in the Wastewater operating account now to pay back the loan from Water operating in 2013 and also she would like to transfer \$50,000.00 to Wastewater depreciation.

Phil Starkey motioned to approve Gina paying back the loan to the Water account and also to transfer money to the Wastewater depreciation account. Brian Bess seconded the motion. The motion carried.

Gina had a list of businesses that were contacted during the water main break and the boil water advisory on January 29th, and she also gave everyone a copy of a letter, that was recommended by board member, Michael Singleton, that she would like to mail to those businesses to ask for additional emergency contact information to keep on record for future emergencies. The board members all agreed that the letters are a good idea and to send them out.

The On-Call policy was discussed. It was also discussed that on-call employees take home the Utility vehicles during below-zero temperature days to allow the employee to get to the call within 30 minutes of being notified of the problem. Some of the problems this winter were that they had to heat up their vehicle before picking up the Utility vehicle and also the gate at the plant was frozen at times and made it difficult for them to get in to get the company vehicle. Mayor Pavey said that Les should contact Police Chief, Craig Tucker, because he just wrote a take-home policy for the police officers. The Police and Fire Departments are tax exempt from the charges associated with this policy but other City employees are not. Also, it was mentioned that if there is any reason the on-call employee could not get to the location in 30 minutes, they need to call the Rushville Police Department dispatcher to let them know why, and that Les Day needs to be called within 45 minutes of any emergency call-out situation.

There were two customers requesting adjustments due to leaks. The first customer was Terry Hickmott and the adjustment was for \$860.22. Les Day said that all of the paperwork for the repair was attached to the customer request. Michael Singleton motioned to approve the adjustment. Phil Starkey seconded the motion. The motion carried.

The second customer requesting an adjustment was Blue River Investments at the Durbin Apartments. The adjustment request was for \$1,532.00. Les said that he also had the paperwork for the repair attached to the customer request. Michael Singleton motioned to approve the adjustment. Tim Sheehan seconded the motion. The motion carried.

Steve Gress with Donohue & Associates was present at the meeting to have Greg Coffin, Board President, sign the contract agreement with PAE & Associates to build the new Treatment plant. The original quoted price was for \$3,772,000.00 + the 1st amendment of \$103,000.00 which came to \$3,875,000.00. Then there was a change order for a reduction in the price for the System Integrator. The reduction was in the amount of \$179,000.00 which brings the total cost to \$3,695,000.00.

Brian Bess motioned to approve Greg Coffin signing the agreement. Tim Sheehan seconded the motion. The motion carried.

Greg Coffin signed the agreement, and then Mr. Gress told everyone that he would return the bid bonds back to the other contractors that had put in a bid for the project.

The Pre-construction meeting will be scheduled for early March, and the construction will start around the third week of March.

Les Day asked to the board members to approve the purchase of a new valve exerciser. The cost will be \$11,730.68. The valve exerciser will be used to open the road valves once a year to keep them in working condition. Michael Singleton motioned to approve the purchase. Phil Starkey seconded the motion. The motion carried.

Tim Sheehan checked the claims for the month. Tim Sheehan motioned to approve the claims. Brian Bess seconded the motion. The motion carried.

Les Day told everyone that plant inspections are currently being done in the mornings only, but he is also adding an inspection in the afternoons as a preventive measure. Les is also going to update the Emergency Action Plan manual that is kept in the plants.

Mayor Pavey told the board members that the Rushville City Council members are discussing the possibility of running water mains to Pioneer Hi-Bred International on Highway 52. The project would be funded through the County with TIF money. The County Council would need to discuss and approve it first.

Also, Mayor Pavey said that he had spoken with Randy Hamilton from Seymour about doing Standard Operating Procedures for the Water and Wastewater plants. The Mayor told Les that he would need to meet with Mr. Hamilton concerning the S.O.P.s.

Tim Sheehan motioned to adjourn. Michael Singleton seconded the motion. The motion carried.

The next regularly scheduled meeting will be February 19, 2014 at 5 p.m. at the Utilities office.

There being no further business, the meeting was adjourned.